

SUPERIOR COURT OF CALIFORNIA,
COUNTY OF MONTEREY

Announces recruitment for

Court Executive Officer

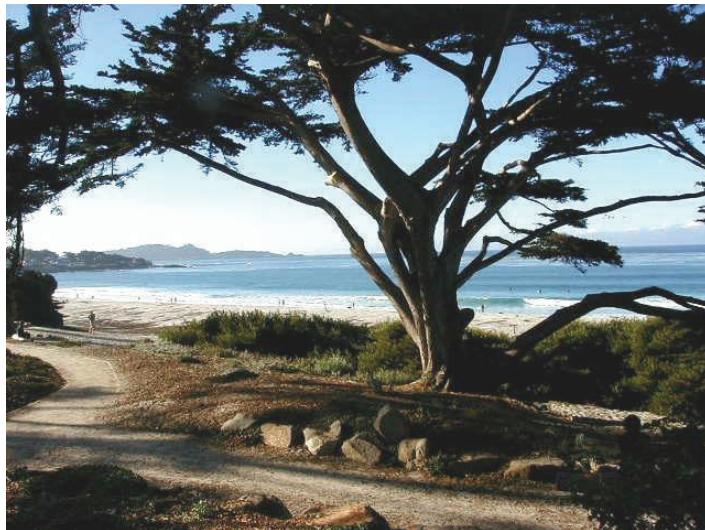


Photo courtesy of Steve Early

Open Until Filled

Priority Screening Date: Friday, November 30, 2007, 5:00 p.m.

Materials received after that date will be reviewed on an as needed basis.

**The Mission of the Court is to dispense justice in all
matters within its jurisdiction in an impartial manner
and in accordance with the law.**

MONTEREY COUNTY

- ◆ Monterey County is a multicultural and diverse society set in a picturesque coastal location. It boasts such renowned attractions as Big Sur, Pebble Beach, 17-Mile Drive, Carmel-by-the-Sea, the Monterey Bay Aquarium and world famous golf courses.
 - ◆ The Salinas Valley, between the Gabilan and Santa Lucia mountain ranges, has been referred to as the "Salad Bowl of the Nation" and is additionally endowed with miles of thriving vineyards.



Photo courtesy of Steve Early

- ◆ The County annually hosts celebrated events such as the Monterey Blues Festival, the Monterey Jazz Festival, the Salinas California Rodeo and the California Air Show.
- ◆ Educational opportunities are represented by several modern facilities, including two-year community colleges; California State University at Monterey Bay; and other undergraduate, graduate and postgraduate institutions.
- ◆ The mild climate is regarded by many residents as ideal, with generally warm days and cool nights. Outdoor recreational opportunities abound.

THE COURT

The Superior Court of Monterey County hears criminal, civil, family law, probate, juvenile, child support enforcement, traffic and mental health cases. There are 19 judges, 2 commissioners, and a support staff of approximately 220 employees. The fiscal year 2007-2008 budget is approximately \$25 million.

The court conducts business in Salinas, Monterey, King City, and Marina.

THE POSITION

The Court Executive Officer (CEO) is an executive level position appointed by and serving at the pleasure of the judges. This position, in conjunction with the Presiding Judge and the Executive Committee, has overall management authority and responsibility for the nonjudicial components of the court. The CEO provides strategic direction, program and budget development and goal setting, serves as Jury Commissioner, and is the highest nonjudicial position in the court.

Representative duties include:

- Oversees and manages all nonjudicial personnel through subordinate management staff;
- Serves as liaison and provides staff support for the Grand Jury;
- Prepares, administers and monitors the court budget;
- Formulates policies regarding modification and adoption of Superior Court rules and policies, and implements them when approved by the judges;
- Analyzes proposed legislation and administrative regulations for their impact on the court;
- Supervises, through subordinate management staff, the selection and qualification of jurors to serve as trial jurors for the court; manages the Jury Utilization Program;
- Secures facilities for court operations;
- Serves as liaison with the Judicial Council, County departments (including the District Attorney and Public Defender), Monterey County Bar Association; makes public appearances and addresses jurors and civic groups;
- Compiles and analyzes statistical reports and makes recommendations to the Presiding Judge and Executive Committee regarding the business of the Court.



Photo courtesy of Steve Early

THE IDEAL CANDIDATE

The ideal candidate will be highly qualified to direct the administration of the nonjudicial activities of the court. He or she will be knowledgeable and experienced in court operations. This individual is expected to provide excellent executive leadership, policy development, and administrative and staff support to the Superior Court and its judicial officers.

The successful candidate will develop a broad organizational vision through planning and setting of objectives to carry out the mission of the court. A broad knowledge of executive management, strategic planning, public finance, trial court funding, budgeting, personnel management, and project management is necessary.

The ideal candidate will communicate effectively with judicial officers, staff, Administrative Office of the Courts staff, local agencies, civic groups and the public regarding issues important to the court. They will be able to communicate important information appropriately and to the intended audience. This person must display strong leadership skills and the ability to represent the court's interests in a compelling and successful manner.

The new CEO must quickly assimilate into the organizational structure and gain an immediate understanding of court issues, community concerns and trends affecting the administration of justice. The ideal candidate is a consensus builder and facilitator, one who can develop common goals and assist in moving the organization forward in a positive and constructive manner. This position requires a self-motivated individual who is a creative problem-solver with highly developed management and administrative abilities. The CEO will serve as a catalyst for action in translating goals/objectives into action plans, and must have superior long-range planning skills and be able to continually achieve interim goals in pursuit of the long-term strategy.

QUALIFYING EXPERIENCE AND EDUCATION

The position requires the following knowledge and abilities:

- Principles and practices of court administration; function and operations of judicial systems and court procedures;
- Organizational, administrative and management principles and practices;
- Personnel management;
- Principles and procedures of budgeting and financial reporting;
- Resource planning and allocation;
- Principles and methods of project management;
- Effective communication;
- Establish and maintain effective working relationships;
- Delegation of assignments to appropriate staff;
- Plan, organize, direct and administer court operations;
- Analyze situations, select alternatives, project consequences of proposed actions and implement recommendations in support of court objectives;
- Understand, interpret and apply laws, rules, policies and regulations as pertaining to court operations; and

- Collect, interpret and evaluate narrative and statistical data pertaining to administrative, fiscal and management matters.

Some tracks to obtain the required knowledge, skills and abilities include:

A bachelor's degree or equivalent from an accredited college or university in Court Administration, Business Administration, Public Administration or Criminal Justice or a closely related field **and** five years of court related administrative experience, two years of which include supervisory responsibilities.

OR

A master's degree from an accredited college or university in Court Administration, Public Administration, Business Administration, Criminal Justice or a closely related field, or graduation from an accredited law school **and** three years of court related administrative experience, at least two years of which include supervisory responsibilities.

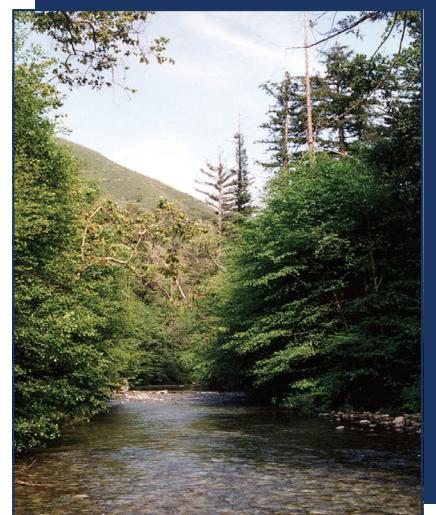


Photo courtesy of Dana Larabee

COMPENSATION

The Superior Court of California, County of Monterey provides a competitive compensation package with a salary of approximately \$156,000, commensurate with qualifications and experience, including a generous retirement package. Benefits are listed on the last page.

FILING REQUIREMENTS

All interested applicants must file the following documents with the Superior Court of California, County of Monterey, Human Resources, 240 Church St., Rm. 305, Salinas, CA 93901 to be eligible for consideration: 1) Letter of Interest; 2) Court Application; 3) Resume; and 4) Responses to Supplemental Questions. Application material may be obtained by telephoning (831) 775-5460, visiting the Court's website at www.monterey.courts.ca.gov or by emailing courtjobs@monterey.courts.ca.gov.

TENTATIVE TIMELINE

- **Friday, November 30, 2007**—Application materials due to meet priority screening deadline.
- **Week of December 10 or 17, 2007**—Oral Board Examination
- **Week of January 14, 2008**—Final Selection Interviews
- **Week of January 21, 2008**—Conduct Reference & Background Checks
- **Mid-February 2008**—Extend Offer
- **Tentative Start Date**—April 2008

- The selection process is tentative and applicants will be notified if changes are made.
- The process includes submitting a letter of interest, completed Monterey Superior Court Application, resume and responses to Supplemental Questions.
- Applicants who fail to complete an application or Supplemental Questions Response will not be considered for this position.
- Resumes will not be accepted in lieu of required application materials.
- Application materials will be evaluated, with those applicants who are determined to be the most appropriately qualified invited to participate further in the process. To further assess applicants' possession of required qualifications, this examination may include an oral examination, pre-exam exercise, performance examination and/or written examination.
- Applicants who pass the testing/evaluation process will be placed on an eligible list and may be contacted to schedule a final interview. The established eligible list may be used to fill future vacancies.



Photo courtesy of Steve Early

SUPPLEMENTAL QUESTIONS

Responses to these supplemental questions must be completed and submitted together with the required application materials. Applicants who do not submit answers to the supplemental questions will be eliminated from the examination process. A resume is not an acceptable substitute. Clarity, conciseness and completeness of answers are factors considered in the selection process.

Your responses to the supplemental questions will be used to evaluate your writing skills as well as your experience and qualifications. Limit your responses to no more than one page for each question below. Please place your name and the position you are applying for on each page.

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1. Describe how your training, education, and experience meet the qualifications for this position. Be specific as to positions held, areas and scope of responsibilities, size of organization and other relevant factors that demonstrate your qualifications for this position. Include in your response your experience in:
 - Program planning, management and leadership;
 - Personnel management, staff development and teambuilding; and
 - Budget development and fiscal administration.
 2. Describe the most challenging personnel issue that you have dealt with in the past five years. Please include the level of your involvement, personnel strategies and the outcome. Please explain why it was the most challenging and what was learned from the experience.
 3. Describe your experience researching and analyzing complex legislative, financial and/or legal material, including the purpose and final use of your analysis.
 4. Please provide examples which demonstrate your ability to identify and implement solutions to major issues challenging an organization. Include your level of responsibility, the issues identified, the analytical/managerial direction that was required, measures required for implementation, the final outcome, and any unusual challenges associated with the issues or solutions.

BACKGROUND INVESTIGATION

Convictions, depending on the type, number and date, may be disqualifying. Court employees, shall be subject to a modified background investigation and fingerprinting. False statements or omission of facts regarding background or employment history may result in disqualification or dismissal. Applicants must have a reputation for honesty and trustworthiness.

CONDITIONS OF EMPLOYMENT

As a condition of employment, the incumbent will be required to:

Possess a valid current California class C driver license, (or) the employee; must be able to provide suitable transportation approved by the hiring authority.

SPECIAL NOTES

- Immigration and Reform Act of 1986 requires that persons hired must present documents verifying identity and authorization for employment in the United States.
- If you believe you possess a disability that would require accommodation the selection process, please call the Court Human Resources at (831) 775-5460.

SUMMARY OF BENEFITS (Y UNIT)

Retirement: Public Employees' Retirement System (P.E.R.S.) 2% @ 55 (100% paid by the Court)

Holidays: 13 days per year

Annual Leave: Accrues at the rate of 23 days per year. The accrual rate increases after 2, 6, 10, 15, 18, 20 and 25 years of service.

Medical, Dental & Vision Care: Flexible Spending Account: available benefits—medical/dental/vision, prescription drugs and dependent coverage.

Professional Leave: 7 days per calendar year, pro-rated

Educational Leave: 3 days (24 hours) per calendar year

Educational Assistance: Up to \$2,000 per year

Life Insurance: \$50,000 life insurance policy

Deferred Compensation: A deferred compensation program is available administered by Great West Life.

This information is not legally binding, nor does it serve as a contract. The benefits listed in the Court Personnel Policies and Practices prevail over this listing.